



CITY OF TUSTIN

EMPLOYMENT OPPORTUNITY

POLICE SERVICES OFFICER SUPERVISOR #06-29

\$4,448 - \$5,431 Per Month

Apply by 5:00pm on August 18, 2006

(Pending City Council approval with adoption of FY 06/07 budget)

A completed application must be received in the Human Resources Department by deadline date.

THE POSITION: Under general supervision, plans, assigns, organizes, supervises and coordinates the work of the Police Services Officer positions assigned to the front counter, field report and crime scene investigation positions within the Police department; provides administrative and technical staff assistance; performs related duties as assigned.

CLASS CHARACTERISTICS: This single position classification is a first line supervisor responsible for overseeing, directing and participating in the day-to-day operations and activities of Police Services Officers assigned to the front counter, field report and crime scene investigation positions. Work involves general administrative responsibility for establishing, implementing and tracking training activities, coordination and preparation of records and report systems and other supervisory functions as well as maintaining a high degree of knowledge of the technical aspects of positions supervised to allow for ability to assess job performance. Work is performed with considerable independence and is reviewed through meetings, conferences and reports.

EXAMPLES OF DUTIES:

- Supervises and assigns work activities and projects, monitors the work flow of the Police Services Officers assigned to the front counter, field reporting and crime scene investigation positions.
- Provides oversight and assistance to front desk officers who answer telephone calls; respond to public inquiries/complaints; research information for citizens to assist in completing forms/reports; processes applications/forms for permits, registrations, licenses and vehicle repossessions; processes drug registrants including taking fingerprints and photographs; prepare and administer photo line-ups for victims and witnesses; and take routine police reports from the public.
- Provides oversight and assistance with investigation functions including response to traffic collisions, crime investigations and/or other minor incidents; supervises Police Services Officers who handle crime scene investigation activities by taking photographs, collecting latent fingerprints, casting molds, collecting blood and other evidence and compiling additional property and evidence for criminal cases.
- Provides oversight and assistance with field support functions including directing vehicular and pedestrian traffic due to accidents, special events and signal outages; issuing parking citations, and providing emergency first aid to prevent further injury or accident.
- Oversee and assist in office support functions including the preparation of reports, complaints, declarations and other documents that are required to issue warrants and file complaints; researching, compiling and maintaining police files, court records and computer records; and reviewing and monitoring cases through adjudication.

SEE ATTACHED "ADDITIONAL INFORMATION" FOR MORE DETAILS ON THIS EMPLOYMENT OPPORTUNITY.

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Additional Information

EXAMPLES OF DUTIES (con't):

- Trains, motivates and evaluates assigned personnel; prepares performance evaluations for subordinates; provides and monitors training for all new Police Services Officers; works with employees to correct deficiencies, recommends disciplinary action as necessary and initiates corrective action plans.
- Prepares work schedules to provide for adequate coverage for all applicable shifts; prepares and approves vacation, leave and overtime schedules.
- Coordinates training for section personnel to comply with State mandates; administers and provides oversight related to training for Police Services Officer program.
- Participates in the development and implementation of goals, objectives, policies and priorities for the functions of Police Services Officers. Reviews, interprets and enforces Police Services Officer policies and procedures; recommends and implements new policies and procedures as needed; meets with staff to review and resolve problems.
- May testify at depositions and/or court proceedings and/or supervise subordinates who testify in court.
- Prepares monthly administrative reports, tracking all applicable statistics related to activities of Police Services Officers.
- Participates in the selection process of candidates for assignment changes and new employees.
- Coordinates assigned services and activities with those of other divisions and outside agencies and organizations.
- Investigate citizen complaints related to section services; responds to and resolves difficult inquiries and/or complaints.

MINIMUM QUALIFICATIONS:

Education/Experience: Any combination of education and/or experience that has provided knowledge, skills and abilities necessary for acceptable job performance.

Graduation from high school or equivalent supplemented by specialized training and/or course work in criminal justice, public relations/communications or a related field and five years of experience in law enforcement related activities including crime scene investigation, public relations, report writing and /or related police service experience. Course work or training in accident, field and crime scene investigations, as sponsored by Peace Officers Standard Training (POST) is highly desirable. Supervisory, lead and/or administrative experience is highly desirable. Completion of job related certification programs may be considered in meeting the experience requirement.

Knowledge of: Considerable knowledge of operational characteristics, services and activities of a Police Department, including supervisory principles and techniques; organization and operation of a municipal police department and departmental rules, regulations, policies and procedures; principles of criminal justice or a related field; Civil Court proceedings, interviewing and interrogation techniques; investigation and research techniques; report writing techniques; Penal Code; Evidence Code; Rules of Evidence; human behavior and public relations; crime prevention techniques, English usage, spelling, grammar and punctuation; principles and practices of public speaking; computerized research methods and software application; basic accounting and banking procedures; occupational hazards and standard safety practices necessary in the area of work; principles and practices used in dealing with the public; modern office procedures and methods including computer equipment and software applications; pertinent Federal, State, local codes, laws and regulations.

Ability to: Plan, assign, direct, review, supervise and coordinate the police services officers assigned to the front counter, field report and crime scene investigation positions under both routine and emergency situations, train and instruct others in the operations related to equipment, supervise the preparation and maintenance of records and report; research, analyze and evaluate new equipment, program techniques and methods and procedures; analyze situations quickly and exercise independent judgment; establish and maintain effective working relationships with subordinates, City officials, representatives of other jurisdictions, the general public and other employees.

Skill in: Operating an office computer and use a variety of word processing, data management and other software applications; operating a motor vehicle or police unit, camera equipment and recording devices and specialized lighting and chemical agents used to obtain evidence at crime and traffic accident scenes. Operating a police unit radio.

PHYSICAL REQUIREMENTS: Work may be performed indoors and outdoors. Position requires prolonged sitting, standing, walking, reaching, twisting and turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities, as well as performs grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data on a computer. Acute hearing is required when providing telephone service and communicating in person.

When performing job duties outdoors, specifically in conjunction with crime scene investigation and field report staff, incumbent may be required to drive a vehicle; stand for extended periods in all kinds of weather conditions such as in guarding a crime scene, using hands/arms above shoulder level while operating a whistle, move or drag up to 165 lbs. without assistance; carry up to 50 lbs. short distances without assistance and climb ladders, walls, fences, hillsides or inclined surfaces to access crime scenes; distinguish color and observe and recognize people, vehicle and environmental conditions during day and night; recall details concerning crime, people and occurrences to write thorough, accurate reports, hear radio transmissions in noisy environments such as in a busy intersection; maintain composure and good judgment while under stress such as when facing tense and/or unexpected emergency situations. On occasion, incumbent may be required to perform inspections in tight crawl spaces and other confined areas in order to assist and assess staff performance.

SPECIAL REQUIREMENTS:

- Possession of Class C California driver's license and a satisfactory driving record.
- Possession of a California Law Enforcement Teletype Systems Certification (CLETS).
- Possession of or the ability to obtain specialized knowledge in the area of basic forensic science principles. Field Evidence Technician certification is highly desirable.
- Individuals are assigned to supervise staff on varying and rotating shifts and will be required to adjust schedules to assess staff performance.

OTHER: This is an unrepresented and non-exempt classification.

City of Tustin

Human Resources Department

300 Centennial Way, Tustin, CA 92780

ABOUT TUSTIN

TUSTIN is a beautiful residential community located near many of Southern California's residential, educational, and cultural attractions. From its incorporation in 1927, Tustin has developed from a small village with 511 residents to its present population of approximately 70,871 residents. By 2020, Tustin's population is expected to grow to approximately 94,754.

TUSTIN is governed by a 5-member nonpartisan City Council under the Council-Manager form of government. A dynamic, professional atmosphere prevails within the City. The City operates with a \$43 million general fund budget and is staffed by approximately 290 full-time employees. The City staff is customer-oriented and enjoys the fast pace that growth brings to the work environment.

RECRUITMENT INFORMATION

APPLICATION PROCESS: Original signed application and supplemental materials must be filled out completely, legibly, and received by 5:00 p.m. on the final filing date. **Postmarks or faxed applications will not be accepted.**

EXAMINATIONS: Those applicants who appear to be among the best qualified will be selected to continue in the recruitment process. This process may include a written test, performance exam, oral board panel, or other testing assessment. Some positions require additional psychological, physical, and/or agility testing.

SELECTION: An eligibility list is established for each job classification and is normally valid for one year unless exhausted or canceled. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

EQUAL OPPORTUNITY: The City of Tustin does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status or political affiliation in its employment actions, decisions, policies, and/or practices.

APPOINTMENT: All employment offers are conditional based upon successfully passing a medical examination, which will include a drug & alcohol test, background investigation, and fingerprinting. Upon hire date, new employees must provide documentation which authorizes the legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986. All new employees are required to take a loyalty oath.

PROBATIONARY PERIOD: New Employees serve a probationary period of 12 months; Police Officers 18 months. An employee may be rejected without cause or recourse during the probationary period.

EMERGENCY SERVICE: All City employees are required to perform assigned emergency service duties in the event of emergency or disaster.

ACCOMMODATION: If you require special accommodation, please contact Human Resources at 714-573-3040 at least 72 hours prior to the test date.

EMPLOYEE BENEFITS

FLEX BENEFIT PLAN: The City provides a specific dollar amount to each regular employee to use toward the purchase of individual or family health and dental plans, additional life insurance, deferred compensation, and other related benefits. Dependent care and medical reimbursement programs are available.

LIFE INSURANCE: All regular full-time employees receive life insurance in an amount that is at least equal to the nearest \$1,000 of their annual salary. The actual amount may be greater depending on the bargaining unit.

TUITION REIMBURSEMENT: Available to regular employees upon passing probation.

DEFERRED COMPENSATION: Employees may defer earnings, on a pre-tax basis, into a 457 deferred compensation program. This program is available to all employees who choose to participate; it is mandatory for part-time employees in lieu of Social Security.

RETIREMENT: Benefits are provided by the Public Employee's Retirement Systems (PERS). Each regular full-time employee becomes a member immediately upon hire. The City pays the employee's contribution to PERS (sworn employees may cost share after 07/05). General unit 2% @ 55; Safety unit 3% @ 50.

HOLIDAYS: 11 paid holidays.

GENERAL LEAVE: 160 to 240 general leave hours per year for vacation or sickness depending on classification and length of service.

LONG-TERM DISABILITY: Regular employees are required to participate in a long-term disability insurance program which will provide income for an employee who becomes disabled because of injury or accident.

MEDICARE: All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

PART TIME: Certain designated part-time positions are eligible for benefits on a pro-rata share of hours worked ($\frac{1}{2}$ or $\frac{3}{4}$ share).

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Acceptance of an application does not necessarily mean qualification for the position.